FIM21/CIM21/BIM21 — BUSINESS ACCOUNTING SOFTWARE

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define business letters.

2. What is known as word count?

3. List the number of rows and columns in an Excel sheet.

4. State any TWO statistical functions.

5. List any TWO features of Tally.

6. Define Groups.

7. What is receipt voucher?

8. List any TWO stock categories.

9. Mention the use of fund flow statement.

10. State the use of Trial Balance.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions.

11. (a) Describe the steps for inserting objects in word document.

Or

(b) Write short notes on mail merge.

12. (a) Discuss the steps for entering data in work sheets.

Or

(b) Elucidate the usage of any four financial function.

13. (a) Summarize the fundamentals of computerized accounting.

Or

(b) Describe the steps for editing and deleting groups in Tally.

14. (a) Explain the usage of sales and purchase vouchers.

Or

(b) Give an introduction to inventories.

15. (a) Discuss about day books and balance sheets.

Or

(b) Explain the significance of using fund flow statement.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the steps for saving, opening, and closing word documents.

17. Describe the process of creating and formatting any TWO types of charts.

18. Draw and explain the process of editing and deleting ledgers.

19. Expound the process of editing and deleting vouchers.

20. Illustrate the usage of Inventory report.